

Individual Home Help Provider Electronic Service Verification (ESV) Instructions

"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

Checklist

- For anyone completing an ESV:
 - Access CHAMPS
 - □ Record Daily Tasks
 - What to do if the client is NOT in the home
 - □ Log services for multiple clients

Call the Provider Support Helpline if you need assistance: 1-800-979-4662



- Open your web browser (e.g. Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter https://milogintp.Michigan.gov into the search bar.
- Enter your User ID and Password.
- Click Login.







MILogin for Third Party

☆ HOME

⊕ REQUEST ACCESS

UPDATE PROFILE

& SECURITY OPTIONS

⊕ CHANGE PASSWORD

▶ LOGOUT

Home Page

∑ Your password will expire in 48 days

Access your applications by clicking on the application links below

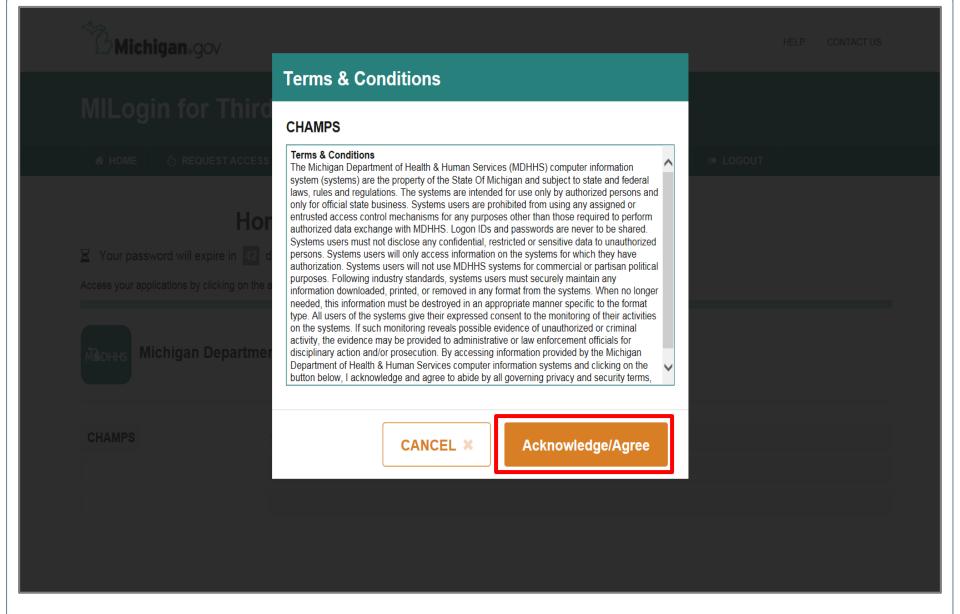


Michigan Department of Health & Human Services (MDHHS)

CHAMPS

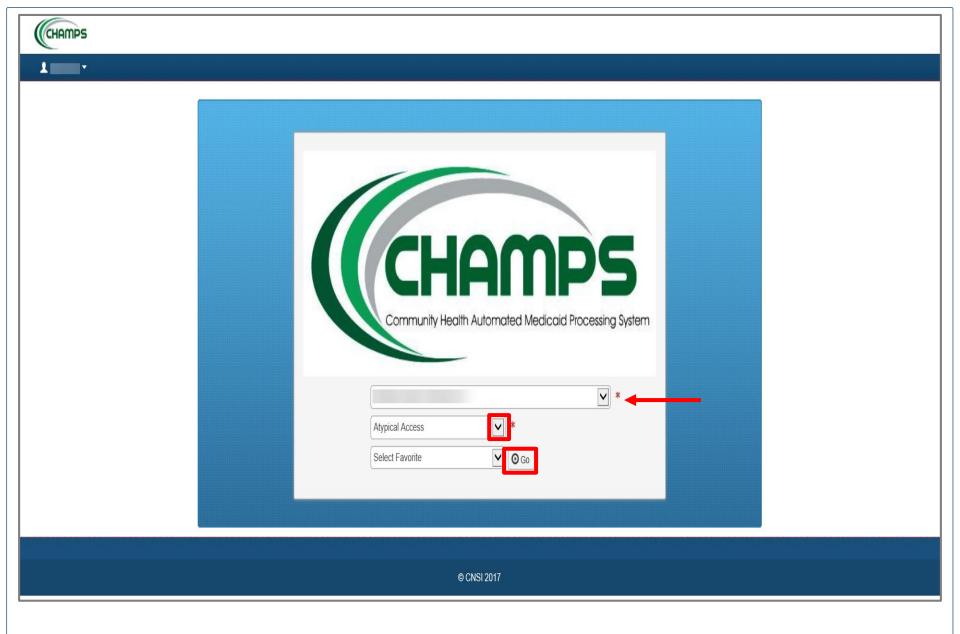
Click the CHAMPS hyperlink.





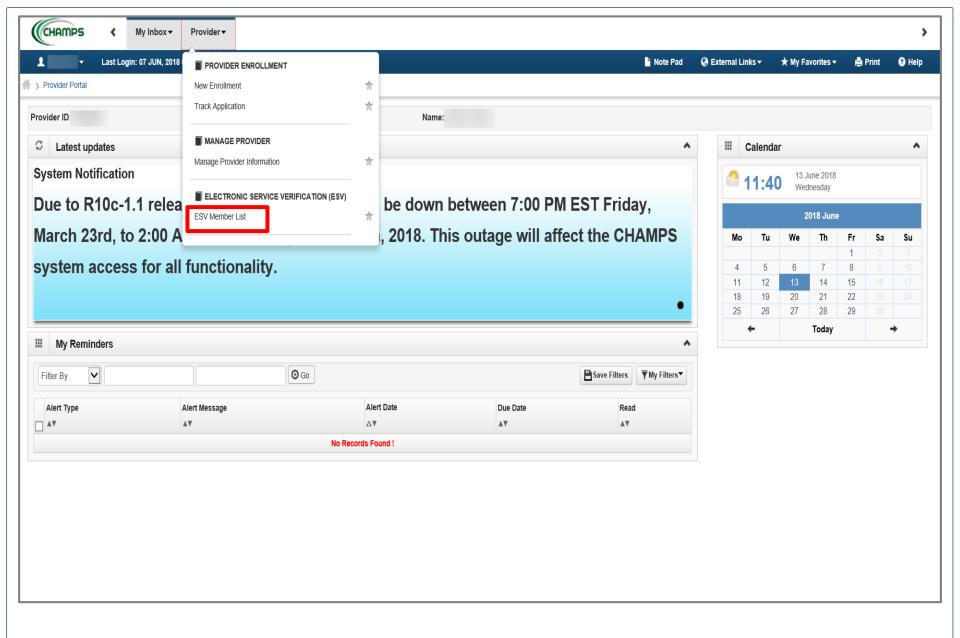
Click 'Acknowledge/Agree' to accept the Terms & Conditions to get into CHAMPS.





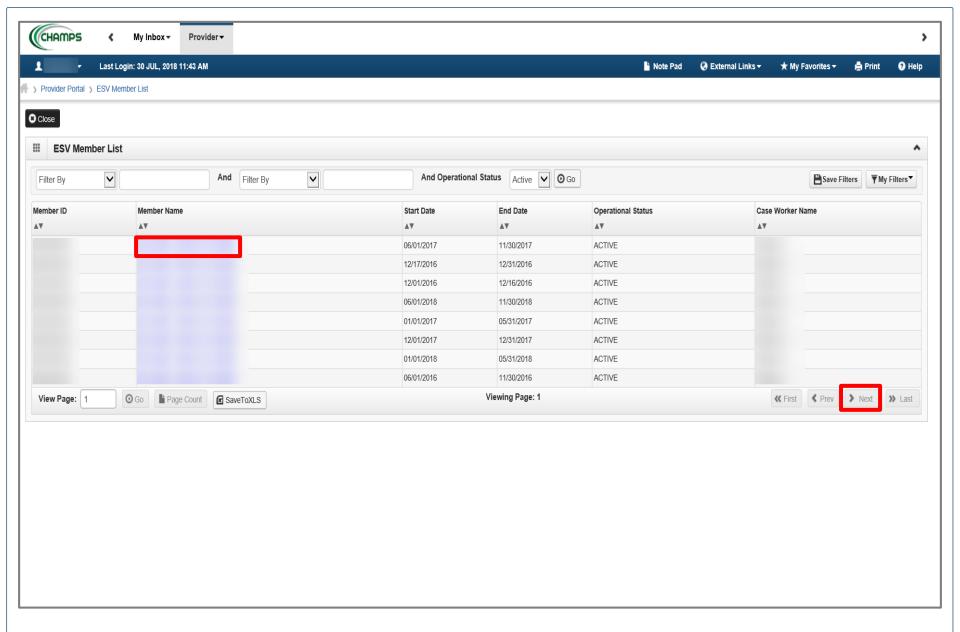
- Your *Name* and *Provider ID* number will show in the top section.
- In the Select Profile drop-down menu, select Atypical Access.
- Click Go.





• In the **Provider** drop-down menu, click **ESV Member List.**

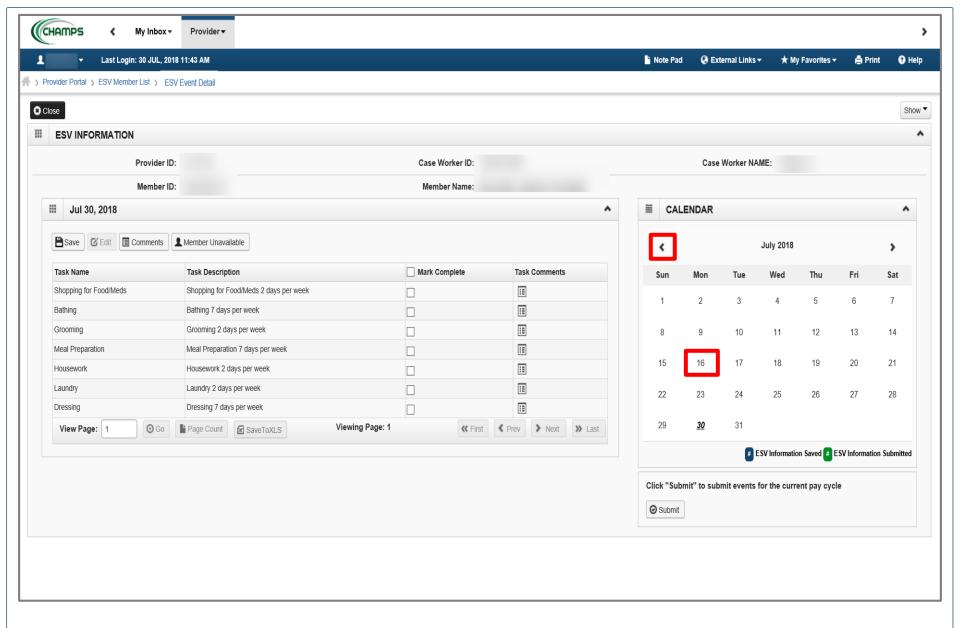




Click on the Member Name you provided services for.

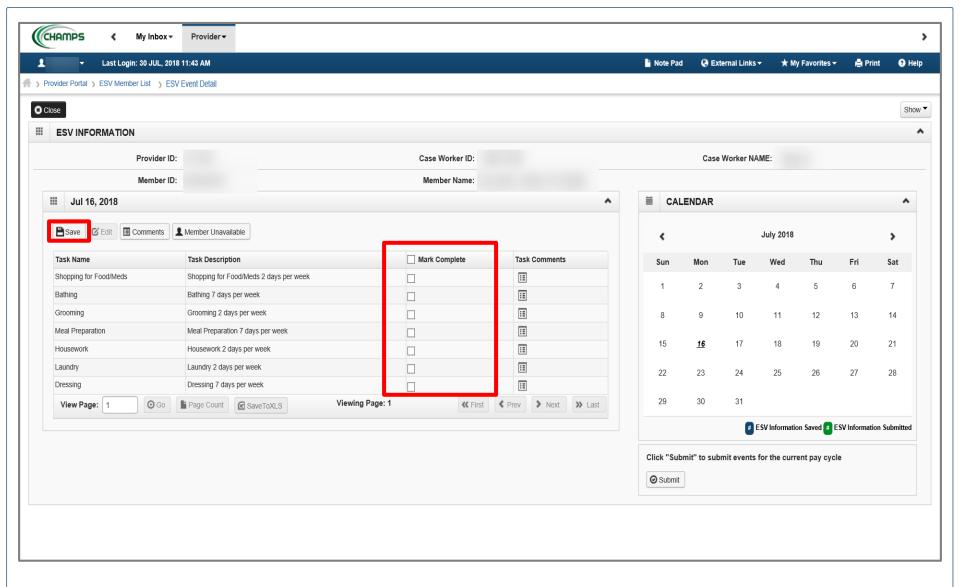
Please Note: Only the member names with authorization dates are listed. Click **Next** if there are additional pages listed.





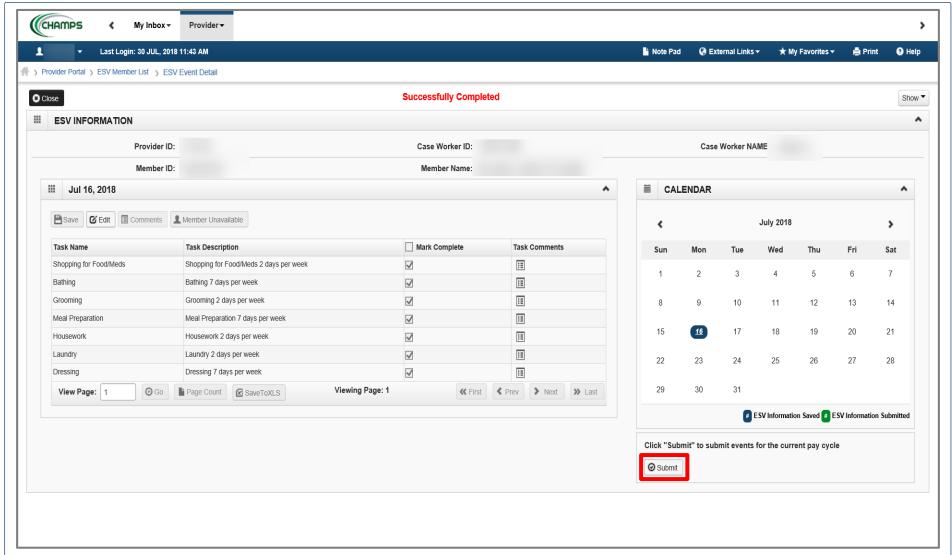
Click the date on the calendar you provided services.

Please Note: The log will always be on the current date when you first log on. To go back to the previous months, click on the < icon located by the Month.



- Click the individual boxes for the individual services you provided, or click on the Mark
 Complete box if you provided all services on that day.
- Click Save.

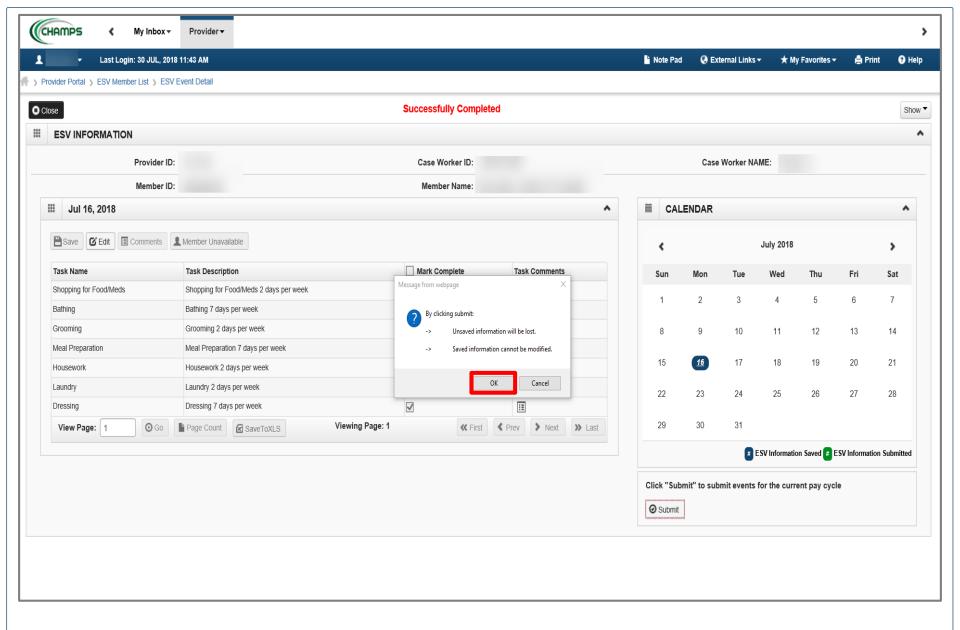
Please Note: The date selected on the calendar will turn blue to indicate that the ESV information has been saved.



Please Note: DO NOT submit the ESV until you have completed all services required for the entire month.

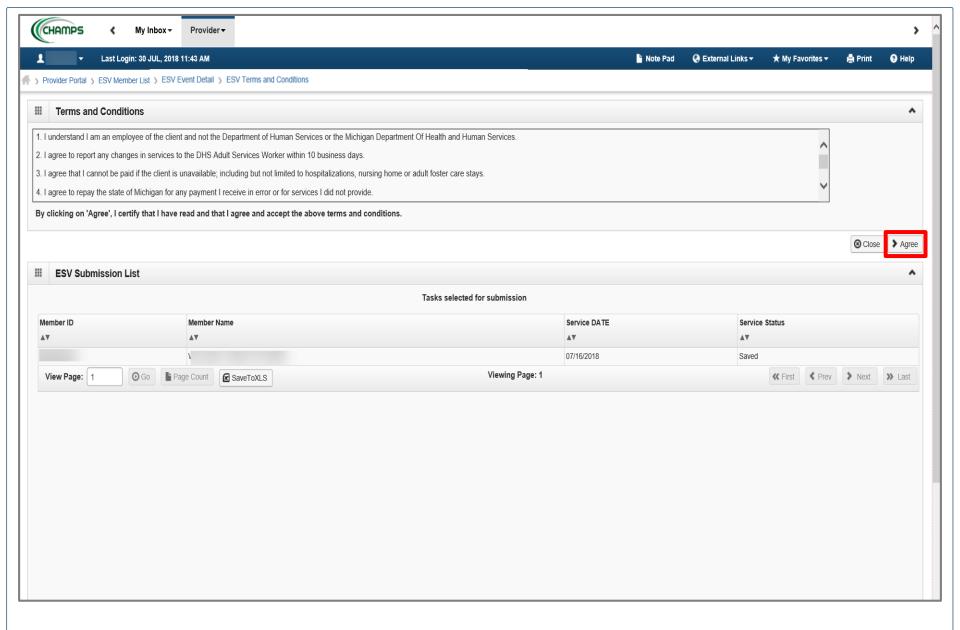
- If a correction needs to be made, you can click Edit and Save before submitting.
- If you have not provided services on a day that has been authorized, please contact your Adult Service Worker to adjust the authorization.
- · Once submitted you will no longer be able to make changes.
- Click Submit.





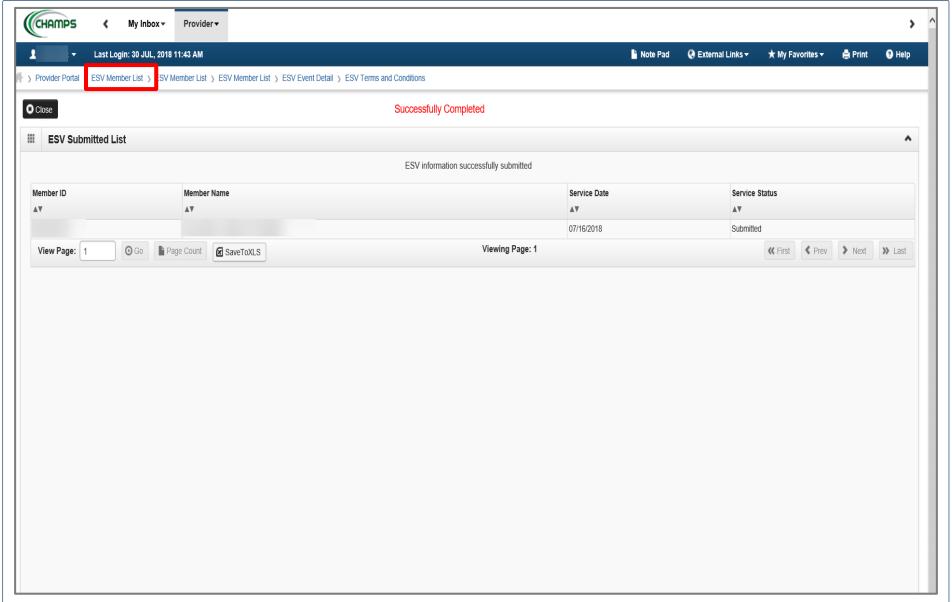
• A confirmation pop-up will appear, click **OK** to confirm submission.





- Read the Terms and Conditions.
- Click Agree if you acknowledge and agree.





The ESV has been successfully completed.

Please Note: If you have another client, click **ESV Member List**. Click <u>here</u> for detailed information on submitting another client.

Once you are finished completing tasks performed, log out.

Provider Resources

Home Help Provider Support Hotline
 1-800-979-4662

 Home Help Provider Support Email: <u>ProviderSupport@Michigan.gov</u>

Home Help Website
 www.Michigan.gov/HomeHelp

